



TAX INCREMENT FINANCING PROJECT PLAN APPLICATION

Complete and provide the following information, including the attachments requested in Appendix I. If necessary, attach additional pages to complete answers. Failure to provide all required information in a complete and accurate manner could delay processing of your application. The City reserves the right to reject or stop the processing of an application lacking all required items.

1. Applicant Information

a. Company Name: _____
 Years In Business: _____ Contact Person/Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Work: _____ Cell: _____
 Email: _____ Fax: _____

b. Applicant's Legal Counsel: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Work: _____ Cell: _____
 Email: _____ Fax: _____

c. Property Owner: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Work: _____ Cell: _____
 Email: _____ Fax: _____

**If the Applicant is not the property owner, provide evidence of site control (i.e. deed, option to purchase or purchase contract).*

2. Applicant's Business Information:

a. Corporation Partnership Sole Proprietorship Other

b. State of incorporation/ organization and year: _____

If yes, state the name of business or individual, year and any relevant circumstances:

3. Project Information

- a. Project Name: _____
- b. Legal description of area located within the Project Plan (the "Property"):

- c. Are all areas within the proposed project plan platted? Yes No

If yes, identify the number of tracts, parcels or lots in the project plan area and provide the County Parcel ID number for each parcel within the project plan area:

If no, identify the number without County parcel ID numbers and the status of any pending plats:

- d. Name of TIF District in which the Project Plan is located: _____
- e. Project Description (Provide detailed description that identifies proposed buildings, infrastructure and other improvements to be constructed. Include number and type of housing units; square footage of commercial with breakdown of office and retail; etc.):

- f. Is the Property appropriately zoned for the Project Plan? Has it received site plan approval from the City? If so, provide the dates of all zoning and plan approvals. If no, provide the status of the zoning and plan approval process and when approval is anticipated:

- g. Provide the estimated cost of the project expenses and whether or not the Applicant is requesting the items be TIF eligible costs.

<u>Item</u>	<u>Estimated Cost</u>	<u>Requesting TIF (mark with ✓)</u>
(1) Land acquisition:	\$ _____	_____
(2) Architectural & engineering costs:	\$ _____	_____
(3) Site development (grading, storm water, utility relocation, etc.):	\$ _____	_____
(4) Utilities located within the public right of way:	\$ _____	_____
(5) Water mains and extensions:	\$ _____	_____
(6) Buildings:	\$ _____	_____
(7) Public Streets:	\$ _____	_____
(8) Private Streets:	\$ _____	_____
(9) Parking:	\$ _____	_____
(10) Furnishings & equipment:	\$ _____	_____
(11) Landscaping, lighting, benches & amenities:	\$ _____	_____
(12) Offsite development costs (outside project plan area):	\$ _____	_____
(13) Offsite development costs (within project plan area):	\$ _____	_____
(14) Legal fees; broker fees and other soft costs:	\$ _____	_____
(15) Development fees, including City fees and taxes:	\$ _____	_____
(16) Bond fees and costs, if applicable:	\$ _____	_____
(17) Interest during construction:	\$ _____	_____
(18) Relocation Plan:	\$ _____	_____
(19) Contingencies:	\$ _____	_____
(20) Other (specify) _____:	\$ _____	_____
Total Project Costs:	\$ _____	_____
Total TIF Assistance Requested:	\$ _____	_____

- h. Estimated date construction commences and phasing plan, if any:

Appendix I - Provide the following documents with application submission:

- Evidence of site control.
- Current financial statements of the applicant and owning and/or operating entity if different from the Applicant (2 years); P&L (2 years); and Balance Sheet (2 years)
- Current banking relationships
- Commitment letters and/or term sheets for all lenders for proposed debt and all other sources of the Project (i.e. grants and tax credits). Commitment letters must clearly specify the nature and terms of the obligation.
- Market studies which identify target markets, analysis of competition, demographics, market rents and sales prices, letters of intent/interest from prospective tenants.
- Recent appraisal for all projects involving a transfer of land and/or for which land is used as a form of equity or collateral. The appraisal must value the property “as is” and assume the highest and best use is the proposed use.
- Approved site plans or plan submissions for the Project Plan area.
- TIF revenue projections for project plan area and if the project is phased, identification of the real estate taxes at completion of each phase by year.
- Renderings of the project, if available.
- Any other data or information the Applicant deems pertinent to the City’s consideration of the application.

*Note: if any of the documents in Appendix 1 are confidential, they may be submitted directly to the City’s Financial Advisors (FA) for review and reporting to the City. The application should state which documents will be sent to the FA..

APPLICANT CERTIFICATION & AGREEMENT

The Applicant certifies that the undersigned is authorized to execute and this Application on behalf of the Applicant. The Applicant further certifies that all information contained above and submitted with this application is true to his/her knowledge and belief and submitted for the purpose of obtaining TIF financial assistance from the City. Applicant has included its application fee and retainer with this submission and agrees to be responsible for all additional cost, above the amount of the retainer, incurred by the City for outside legal and fiscal review, for the issuance of bonds, if applicable. Applicant has read the City TIF Policy and will abide by all City requirements for TIF financing.

The Applicant understands and agrees that the City reserves the right to deny approval of the requested TIF Project Plan regardless of preliminary approval or the degree of construction completed before final approval would be given. Applicant further understands that final approval rests with the Governing Body in accordance with State law and City policy. Applicant shall indemnify and hold harmless the City, its employees, officers and consultants against all losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the acceptance, consideration, approval, or disapproval of this application for tax increment financing assistance.

APPLICANT

By: _____
Authorized Representative

_____ Date

Submit the application, \$2,500 fee, \$10,000 retainer and three originals of the Application with attachments to:

Kyle Glaser, Economic Development Analyst
17101 W. 87th Street Parkway
Lenexa, KS 66219
Phone: (913) 477-7688
Fax: (913) 477-7586
kglaser@lenexa.com